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ABSTRACT

This document serves as a goals statement, a planning document, and statement of responsibility for Michigan federal documents depository libraries. The topics include goals, organization, resources, collections, services, standards, and the amendment process. Appendix A contains a directory of Michigan federal documents depository libraries, each entry including key staff, addresses, phone and fax numbers, legislative districts, and, in some cases, electronic mail addresses. Appendices B through E contain a map of Michigan federal documents depository libraries by Congressional districts of the 103rd Congress; a membership list of the Michigan Council of Federal Depository Libraries; a compilation of standards for Michigan federal documents depository libraries; guidelines for proper disposal of U.S. government depository publications with a sample discard list; and a sample memorandum of agreement for the transfer of materials from printing source to depository. (BEW)

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ED 390 426

Library of Michigan

Michigan Plan for the Federal Documents Depository Library System

1993 Revision

IK0557723

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INTRODUCTION

Background of the State Plan

At its Spring 1981 meeting, the Depository Library Council to the Public Printer, U.S. Government Printing Office, passed the following resolution:

> In order to bolster the regional depository libraries' capabilities to serve their state missions and in order to ensure that federal documents are available throughout the United States on an equal and expeditious basis, the Depository Library Council recommends that the Public Printer investigate the feasibility of requiring each state to prepare a plan to coordinate the federal documents depository program within the state. The plan should be developed through consultation with all designated federal depository libraries within the state and should address all depository responsibilities outlined in the *Instructions to Depository Libraries* as well as the concerns expressed through the Regional Depository Library Survey presented to the Depository Library Council at the Spring 1981 meeting.

The full text of the Council resolution and the response to resolutions from the Public Printer may be found in *Summary of Meeting, Depository Library Council to the Public Printer*. Sept. 28-30, 1981, pp. 1-2. (SuDoc no.: GP 3.30/2:981-2)

The Public Printer acknowledged the benefits of developing state plans for the Federal Depository Library Program, stating that, "Such plans would provide a cost-effective means of enabling states to share the responsibility for the development of collections and the provision of services."

In the fall of that year, a second resolution from Council further recommended a list of elements to be addressed in such plans and suggested that the state plan concept be publicized by disseminating material about such plans to the depository community and to the Chief Officers of State Library Agencies.

The full text of the Council resolution and the response to that resolution from the Public Printer may be found in *Public Documents Highlights*, no. 51/52, April-June 1982, p. 5. (SuDoc no.: GP 3.27:51/52)

Under the direction of the State Librarian, depository libraries in Michigan developed and adopted the "Michigan Plan for the Federal Documents Depository Library System" which was approved by the Legislative Council in April 1983. Subsequently, each selective and regional depository library became an individual signatory to the Plan.

In adopting the Plan, the directors of Michigan federal documents depository libraries agreed to provide:

- Service by staff members, as invited, on the Michigan Council of Federal Depository Libraries;

- Cooperation with the two regional depositories with respect to discards, training, visits, and other activities;
- Inclusion in all budgetary and resource planning of staff and funds needed to make government documents available to the public;
- Cooperation in comparing, discussing, and amending current item selections and disposing of unwanted material to achieve balanced selections both currently and retrospectively;
- Guarantee of public access;
- Use of the system for interlibrary loan; and
- Publicity.

Michigan is proud to have been the first state to implement a plan for federal government information. Since then, other state plans have been adopted, many modeled after the Michigan plan.

Use of the State Plan

The State Plan is to be used as a goals statement, a planning document, and a statement of responsibility for Michigan depositories. It is to be viewed as a flexible, living document which can be expanded and amended as needs dictate. The Plan should be used in conjunction with such tools and guides as *Instructions to Depository Libraries, Guidelines for the Depository Library System, A Directory of U.S. Government Depository Libraries*; and other similar publications and directives from the Government Printing Office relating to the depository system.

It is recommended that each depository keep a copy of the State Plan in a convenient location, along with the above listed titles, in-house manuals, and other guides, for easy staff accessibility.

GOALS

The Federal Depository Library System in Michigan is part of a national Depository Library Program, in which certain libraries are designated to receive and make available to the public, copies of federal government publications. The purpose and intent of the program are as follows:

> To help fulfill its responsibilities to inform the public on the policies and programs of the federal government, Congress established the Depository Program. This program is based upon three principles: 1) with certain specified exceptions, all government publications shall be made available to depository libraries; 2) depository libraries shall be located in each state and Congressional district in order to make government publications widely available; and 3) these government publications shall be available for the free use of the general public. Chapter 19 of Title 44 of the U.S. Code is the authority for the establishment and operation of the depository program.

U.S. Congress. Joint Committee on Printing. *Government Depository Libraries: The Present Law Governing Designated Depository Libraries.* 97th Congress, 1st Session, Joint Committee Print. Washington, U.S. Government Printing Office, 1981, p. 1. (SuDoc no.: Y4.P93/1:D44/981)

In Michigan, as of January 1, 1993, 45 libraries are designated as selective depositories. For a complete list, see Appendix A. The Library of Michigan and the Detroit Public Library are designated as regional depositories serving the entire state.

A plan to coordinate the Depository Library System in Michigan is necessary to provide efficient, effective access to the federal government publications needed by citizens of the state. The U.S. Government Printing Office has recommended the development of state plans to improve services to the public and to reduce costs through greater formal cooperation and networking among depository libraries.

ORGANIZATION

There are four organizational concerns in this section: the make-up and responsibilities of the Michigan Council of Federal Depository Libraries; the role of regional depositories in the Plan; ideas for strengthening communication among participants; and recommendations for formal and informal visits among participants and others.

Michigan Council of Federal Depository Libraries

The Michigan Council of Federal Depository Libraries (see Appendix C) is responsible for implementing, monitoring and amending the Plan. Its role will include, but not be limited to, the following:

> **Membership**: The Council shall consist of two permanent, three elected members and one appointed member. The two permanent seats are reserved for representatives of the two Regional Depository Libraries of the state (located at the Library of Michigan in Lansing and the Detroit Public Library). The State Librarian, acting on behalf of the Library of Michigan Board of Trustees, will supervise the nomination and election of the three elected members to the Council. Representatives should reflect various types of depositories and broad geographic coverage. Special efforts will be made to secure representation from the First Congressional District. (A map outlining the Michigan

Congressional Districts of the 103rd Congress may be found in Appendix B.) All elections will be for a three-year term. Elected members will be eligible for consecutive terms. The Government Documents Round Table (GODORT) of Michigan will select a representative to serve a three-year term as liaison between GODORT and the Council. The Council may ask other librarians to serve on special committees.

Meetings: The Council will meet at least once a year and will sponsor a general meeting in odd numbered years and geographic area meetings in even numbered years to which all depository librarians in Michigan will be invited.

Functions:

1. Conduct the biennial general meeting and the biennial geographic area meetings of depository librarians;
2. Encourage participation in automated databases, i.e., OCLC, RLIN, which are accessible to a wide number of Michigan libraries;
3. Coordinate current and retrospective collection development among Michigan depositories;
4. Pursue cooperative retention arrangements among Michigan depositories;
5. Review, evaluate, and coordinate the Plan as a whole;
6. Report on the Plan to the Government Printing Office as requested and maintain regular communication with Michigan libraries and others concerning the Plan;
7. Publicize the Plan and depository libraries throughout the state;
8. Review and evaluate *Standards for Michigan Federal Documents Depository Libraries* (see Appendix D), amending as appropriate;
9. Coordinate training of depository librarians.

Additional information on some of these items may be found within this Plan.

Depository Library Structure in Michigan

There are two types of libraries in the Federal Depository Library Program: selective and regional. Selective depositories can choose those items offered in the Depository Library Program by the Government Printing Office which they feel are most suitable to their clientele. These materials may be discarded after five years with approval from the servicing regional library.

Regional libraries presently must accept all items offered through the Federal Depository Library Program. They are required to provide the following to selective depository libraries: interlibrary loan; reference and technical assistance; and approval for disposal of depository materials. There are two regional libraries in Michigan: the Library of Michigan and the Detroit Public Library.

Either of Michigan's two regional depositories may be contacted by selective depositories and non-depository libraries for the following purposes:

1. Interlibrary loan and photocopy services pertaining to documents and microforms of documents;
2. Reference back-up; and
3. Other assistance as needed.

Standard protocol dictates that libraries make the initial contact for these purposes with the regional library serving their geographic area. Selective depositories may contact the regional library serving their geographic area for the following purposes:

1. Approval of disposal lists;
2. Visits;

3. Orientations and/or advice relating to the depository program and procedures;
4. Technical assistance (for example, the provision of copies of item cards, shipping lists, etc.);
5. Collection development decisions;
6. Preparation and approval of selective housing agreements or statements of service for temporary quarters; and
7. Copies of biennial surveys, inspection reports, collection development statements, memoranda of agreement, etc., related to the functions of the selective depository library.

Regional Areas of Service

The Detroit Public Library will service libraries in Lapeer, Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw and Wayne Counties. The Library of Michigan will provide service to the libraries in all other counties of Michigan. Appendix A indicates which of the two regionals is responsible for service to each of the selective depository libraries.

Communication

Communication must be structured in a two-way mode among all regional and selective federal depositories. Communication results in better service throughout the state and includes the following:

Meetings: Meetings for all depository librarians will be sponsored by the Michigan Council of Federal Depository Libraries. Biennial general meetings, held at different locations, will give librarians a chance to discuss statewide problems and concerns in a spirit of mutual help and support. Geographic area biennial meetings will be held at multiple locations in the alternate year. Agenda items will be solicited from all librarians.

Written Communication: The two permanent members (the regional depository library representatives) of the Michigan Council of Federal Depository Libraries will be responsible for distributing information concerning operational or policy matters of interest to the federal depository libraries. Assistance is desired and strongly encouraged from all depository librarians in collecting this information, particularly in the areas of announcing new personnel, major acquisitions and cooperative efforts. It is anticipated that the main reporting vehicle for this information will be *Red Tape*, the official newsletter of the Government Documents Roundtable of Michigan. Other channels of communication may be used when necessary (i.e., special mailings, electronic mail, telefax, etc.).

Directory: The Library of Michigan will publish a section for "Federal Documents Depository Libraries" each year in the *Directory of Michigan Libraries*, including the name, address and public access phone number for the library along with the name of the documents coordinator.

Personal Contact: This is the most effective way for depository librarians to give each other support. Between meetings, depository librarians within a given county, congressional district or resource sharing network should become better acquainted with one another's collections, services, and facilities. In addition, more formal visits are described below.

Visits

Visits create open lines of communication among libraries and their staff and are excellent avenues for the exchange of ideas, procedures, concerns, resolution of problems, etc. Coordination of this activity should fall under the direction of the Michigan Council of Federal Depository Libraries. Visits include:

1. Visits of regional librarians to selective depository libraries: These visits may be in conjunction with Government Printing Office inspections, in response to a request for assistance, or just an informal visit. These visits provide an opportunity for regional librarians to become aware of the strengths and weaknesses in collections throughout their service area; the need for additional support; the level of cooperation among selectives; and constraints experienced by the various institutions in their effort to comply with depository library mandates. Informal visits and visits to provide technical assistance are not to be interpreted as inspections by the regional librarians.
2. Orientations for new depository coordinators: These orientations will be conducted by the regional librarians and should be used to familiarize all new documents coordinators with the Federal Depository Library Program. Orientations will be designed to cover historical information about GPO, to give direction in contacting GPO; to review operating resources, e.g., *Instructions to Depository Libraries*, State Plan, etc.; to emphasize certain instructions and guidelines; to acquaint coordinators with the structure of the Michigan documents community. For maximum benefit, orientations should be conducted at the regional depository library whenever possible to allow documents coordinators to see the collection strengths of the regionals; to observe the processing and maintenance of the collections; and to meet all the staff involved in the functions of the regional library.
3. Visits among selective and non-depository librarians: These are encouraged to open channels of communication in handling common concerns, coordinating collection development and retention policies, handling interlibrary loans, etc.

RESOURCES

Resources, as discussed in this section of the Plan, include personnel and funding sources. Collections, recognized as another resource, are discussed in the third section of the Plan.

Personnel

In each depository, there should be a librarian with a Master's in Library Science responsible for that library's depository collection. This librarian will also serve as the library's contact person for other libraries and the Government Printing Office in all matters relating to the Federal Depository Library Program.

In each depository library, adequate training for staff responsible for processing and providing reference service for government information is essential for the efficient operation of the depository system and for satisfactory public access to government documents. Documents personnel must continually grow in their capacity to adapt to new federal information products and services.

The volume and type of materials sent to depositories frequently necessitate special procedures to handle the documents expeditiously. The nature of the materials poses special collection maintenance problems, including management of microfiche and electronic information. Reference services can be very difficult and demanding due to the complex organization of the materials, which parallels the complex organization of the federal government, the range and depth of the information available and the lack of comprehensive bibliographic control and indexing. Therefore, each depository library should provide an adequate number of trained staff appropriate to its collection.

Each depository institution must provide in-service training for its staff. However, local expertise and knowledge may be limited, and thus sharing of expertise among depository libraries is necessary.

Visits by or with the regional depository librarians and/or selective depository librarians should be encouraged to provide individualized information, advice, and training. The preceding section of the Plan describes the types of recommended visits.

In addition, general programs covering such topics as processing procedures, collection development, and reference are necessary. The regional depositories, some selectives, and the Government Documents Round Table of Michigan have sponsored or co-sponsored such programs on an occasional basis. In order to implement training programs on a regular basis, the responsibility for sponsoring and arranging such programs must be shared among all depository libraries under the coordination of the Michigan Council of Federal Depository Libraries, in cooperation with the Government Documents Round Table of Michigan. In a shared situation, it will be possible to consolidate the financial resources, organizational time, and staff expertise available in all participating depository libraries to produce higher quality and more comprehensive training programs than any single library could produce.

Financial Responsibility

The U.S. Government Printing Office provides government information to designated depository libraries in Michigan free of charge.

These depository libraries are responsible for providing funding for adequate staff and for providing sufficient space, equipment, and supplies in order to properly maintain, organize, and make government documents available to the public. This financial commitment is a major responsibility and requires adequate planning on the part of each library. Every depository library should include adequate funding for staff and collection maintenance in its annual budget.

Each local depository should provide sufficient money for documents staff to travel to meetings and workshops. In addition, funds should be available for staff to participate as members of the Michigan Council of Federal Depository Libraries.

The regional libraries will provide funding for coordinating the depository program in Michigan by: assisting with mailings; promoting the depository program; providing support to the selective depository libraries; coordinating with other documents-related networks; and working directly with the Michigan Council of Federal Depository Libraries to obtain grants, legislative support, etc. To facilitate communication via Red Tape, the Detroit Public Library and the Library of Michigan will assume responsibility for the duplication and mailing of the newsletter to the federal documents depository libraries.

COLLECTIONS

A comprehensive collection of current and retrospective federal government publications of interest to citizens of the state should be maintained among the libraries in the Depository Library System. This is a responsibility which shall be shared as specified in this Plan.

Each depository library should select to receive on a current basis federal government information responsive to the needs of the users in the area served by the depository. Librarians should be prepared to meet the challenges presented by new formats for federal information, using that information in whatever medium it is offered.

Selective depositories are required to retain the publications received for a minimum five-year period. Regional depositories presently are required to receive one copy of all publications distributed and to retain all except those authorized to be discarded by the Superintendent of Documents or as otherwise provided for in this Plan.

To eliminate unnecessary duplication and to provide adequate access to needed publications, selective depositories within the congressional districts first, and then within the resource sharing networks or the geographic regions of the state, will be encouraged to compare, discuss, and amend current item selections using union lists to achieve balanced selections of frequently used materials.

The responsibility of regional libraries for retention of essentially all publications for reference and research use will be achieved by the following methods:

1. Collections at the regionals (including cooperative retention of older, lesser used materials at only one regional or designated library);
2. Selective depositories which have formal cooperative agreements specifying retention responsibilities (in the name of the regional depository); and
3. Cooperative retention agreements which may be established in the future under the coordination of the Michigan Council of Federal Depository Libraries among all Michigan depositories.

The ultimate goal of these agreements would be to ensure that there is a copy of every federal document of significant or enduring value somewhere in Michigan; to establish a system so each depository librarian may know the location of unique or strong collections in particular fields; to publicize which libraries are developing their collections in specific fields; and to note the location of materials assigned by these agreements.

Retrospective Collection Development

Retrospective collection development is defined as the acquisition of non-current documents (depository or non-depository; paper, microform, or other formats) in order to complete partial runs of series; to fill in gaps in the present collection; to acquire a title, set, or series never before owned; to replace missing volumes; and/or to strengthen the collection by adding duplicate copies.

Under ideal conditions (unlimited funds, space, and staff), each library could aim for a complete retrospective collection. However staff/space conditions make it necessary to establish priorities in the building of retrospective collections by the regionals and selectives. Therefore, the following statements are agreed upon by the participants in this Plan.

A. **General Statement**: If any depository develops a fairly comprehensive collection of a particular agency's documents, or subject area, or specific series, this relieves other libraries (regional and selective) of the responsibility for acquiring the same material, unless specifically needed by that library. In other words, if a major set is acquired by one library, and other libraries know where it is, this one set will meet the goal of having the material available somewhere in the state, and other libraries can expend their money and time on acquiring other materials. In the event the holding library decides to withdraw such a set, other libraries should be notified.

B. **Regional Responsibilities**: The two regional libraries will share the responsibility of permanent retention. This responsibility is divided into three priority areas:

   1. First priority includes the acquisition of complete major depository series of all major agencies and subagencies of the federal government including annual reports, administrative decisions, regulations, bulletins, and other series whenever available. The regionals should make every effort to acquire complete files of major series (in paper or microform) to assure presence of copies in the state. However, a regional should not expend time, money, or space in acquiring major sets which have been acquired by a selective or the other regional unless needed by its own clientele.
   2. Second priority shall be the attempt to acquire at least partial or "samples" of other depository or non-depository series of major agencies so that users will have an idea of what the content and format of these series are and will be made aware of the existence of these series.
   3. Final priority is the acquisition of retrospective materials issued by minor agencies including regional commissions and publications of regional/field/local offices of agencies (outside of the region).

These priorities should take present collection strengths and local demand into account. Each regional should build on present strengths and coordinate major acquisitions with the other regional and with major selective depositories. The difference between "major" and "minor" agencies will be a subjective decision, based upon demand, availability of materials, and present collection strengths. The primary responsibility for coordinating retrospective collection development will fall on the Michigan Council of Federal Depository Libraries.

C. **Selective Responsibilities**: Regional depository libraries are expected to maintain complete collections, including many superseded titles. Selective depository libraries are encouraged to assist in this obligation by supplying superseded titles of value to the regionals as part of their disposal process.

   Selective depositories should also be encouraged to develop their retrospective collections, especially when the acquisition would be of materials not previously held in Michigan. Collection development should be based upon written collection development statements, recognizing user needs and geographic proximity to other collections of the same materials.

D. **Methods of Retrospective Collection Development**: The following methods may be used by regional and selective depositories: (1) searching disposal lists from other depositories; (2) relocating materials, i.e., selective housing, from a depository to an alternate location; (3) purchasing from dealers, United States Book Exchange, and others; (4) purchasing microform materials; (5) acquiring materials directly from agencies; (6) using the Documents Expediting Project; and (7) receiving gifts, photocopies, and other similar items.

Depository librarians are strongly encouraged to report acquisitions of major sets, titles, and indexes to the editor of *Red Tape* who will notify all depositories of these important acquisitions.

Disposal Statement

Selective depository libraries may dispose of depository publications held at least five years, provided that the regional depository servicing their area has granted written permission. In order to simplify and standardize the disposal procedure, the two regional depository libraries of Michigan have established a set of guidelines for selective depositories wishing to dispose of material. The guidelines are based on the *Instructions to Depository Libraries* (revised April 1992), and are included as Appendix E to this Plan.

U.S. Government Printing Office. Library Programs Service. *Instructions to Depository Libraries.* Washington: GPO, April 1992. (SuDoc no.: GP 3.26: D44/992)

Transfer of Materials

Publications received either currently or retrospectively through the Depository Library Program may be housed in an alternate location. This procedure is known as selective housing. Transfers of these materials should be accompanied by memoranda of agreement, approved by the regional library serving the geographic area of the selective depository library, and copies filed with the Superintendent of Documents.

Reasons for transfer of materials may include: providing a wider use of materials; ensuring greater facility in accessing the materials; enhancing retrospective collections in specific subject areas or series and for specific agencies; building retrospective collections in specific subject areas or series and for specific agencies; alleviating overcrowded space conditions; and allowing a depository, whose space constraints would otherwise prohibit selection, to select extensive series.

Bibliographic access and control must include the following items:

1. Records of the lending library must indicate where materials are being housed.
2. Records of the receiving location must indicate the source of the materials.
3. Physical volumes must indicate that the materials are depository documents.

4. Memorandum of agreement, signed by directors of both institutions, must accompany transfer of materials. Each agreement should include these elements:
   a. Reason(s) for transfer;
   b. Length of agreement;
   c. Statement of how the agreement may be terminated, specifying the timelines;
   d. Indication of how records will be maintained;
   e. Guarantee of free access by the general public;
   f. Procedure in the event the materials are relinquished; and
   g. Statement that the materials remain the property of the U.S. Government Printing Office.

A sample memorandum of agreement is included as Appendix F to this Plan.

SERVICES

Services covered include: public access and hours of service, bibliographic access, interlibrary loans, and publicity.

Public Access and Hours of Service

Federal law (Title 44, U.S. Code) states that "Depository libraries shall make government publications available for the free use of the general public... " Thus, all depository collections in Michigan are, by law, required to be open and accessible to the public without charge, even if those libraries housing collections of government publications otherwise serve a limited or restricted clientele.

Depository libraries should make documents collections available to all users during the same hours that other collections are available. The same hours of reference service should be provided for documents as are provided for other collections.

Bibliographic Access

Adequate bibliographic access to all federal documents is essential to the operation of the depository program. It is the responsibility of the Government Printing Office to provide for basic bibliographic access. The major tool currently provided by GPO is the *Monthly Catalog*. Depository libraries should maintain issues of the *Monthly Catalog* appropriate to their collections.

Librarians should support acquisition of bibliographic data for federal information through other printed indexes obtained from GPO or purchased commercially. Depositories are strongly encouraged to include bibliographic records for depository materials in the libraries' main card catalogs and/or the online public access catalogs.

All depository libraries in Michigan must maintain bibliographic information indicating library holdings of federal government information. All depository libraries are encouraged to participate in adding holdings to the bibliographic utility (e.g., OCLC, RLIN) in which the library is a member.

Interlibrary Loan

The Plan proposes to ensure the widest possible access to federal government information, to improve service, and to provide for a reduction in the cost of accessing and housing these materials. In order to meet these goals, all participants in this Plan are encouraged to make their documents collections freely available through interlibrary loan. Interlibrary lending of documents should adhere to the policies specified in *The Michigan Interlibrary Loan Code.*

Library of Michigan. The *Michigan Interlibrary Loan Code: Protocols and Guidelines.* Report of the Statewide Interlibrary Loan Protocol Committee. Lansing, MI: Library of Michigan, 1991. (MI Docs no.: LG L69: 2161-991)

Publicity

Publicity is an integral responsibility for depository libraries and should be planned as such.

Depository librarians should strive to increase non-depository librarian and public awareness of the depository program. Depository collections contain information of vital interest to a free and informed citizenry. The objectives of publicity are to explain the depository program, give locations of depository libraries, and describe the services and collections available.

The following methods and ideas could be employed in a publicity campaign:

1. **Existing Library Publicity**: Documents publicity can be integrated into all other ongoing publicity efforts of a library, such as acquisition lists, bibliographies, newsletters, displays, newspaper columns, radio/television programs, speeches, flyers, and listings in the governmental and/or commercial establishment pages of telephone directories.
2. **Focused Documents Publicity**: Efforts to inform public officials (federal, state, and local) about the depository collections and services are encouraged. Other potential user groups, such as local business or community organizations, should also be included in the plan for publicity.
3. **Sharing of Publicity**: Ideas and programs, successful or otherwise, should be shared with other librarians. This can be done at the biennial meetings, at informal meetings, and through *Red Tape*.

STANDARDS

The original Plan for Federal Documents called for the development of minimum standards for government documents collections.

Under the leadership of the Library of Michigan and the Michigan Council of Federal Depository Libraries, standards have been established which provide criteria for the operations of federal depository libraries. These standards give guidance to documents coordinators and library administrators and their successors. (*The Standards for Michigan Federal Documents Depository Libraries* were adopted in September 1985 and appear in Appendix D to this Plan.)

AMENDMENT PROCESS

This plan may be amended by a two-thirds (2/3) vote of the Michigan depository libraries voting on the amendment, with each library having one vote. Amendments may be proposed by a majority of the members of the Michigan Council of Federal Depository Libraries or by the co-sponsorship of any five (5) or more Michigan depository libraries. One copy of the proposed amendment, with written verification of the co-sponsorships, must be submitted to the Council Secretary five (5) working days prior to the Council's announced meeting. The Council Secretary will be responsible for notifying all members of the Council and the depository libraries of the proposed amendment.

The Council, on approving a proposed amendment, shall specify whether a vote on ratification shall be taken at the biennial general meeting or by mail. If a mail vote is designated, the Council shall fix the time for the beginning and closing of the balloting. If a vote at the biennial general meeting is designated, at least one month's written notice shall be given to the member libraries of the text of the proposed amendment. A depository library not represented at the general meeting may vote by absentee ballot. Absentee ballots should be received by the Council Secretary at least two (2) days prior to the meeting.

DIRECTORY OF MICHIGAN FEDERAL DOCUMENTS DEPOSITORY LIBRARIES

Using the directory:

The numbers to the right of the library addresses are depository library numbers. The type of depository library designation is noted by the following abbreviations:

Rep. des. - Representative's designation; Sen. des. - Senator's designation.

The date following the designation is the year in which the library became a depository. A question mark (?) appears instead of the date where GPO's records do not indicate the year of designation.

CD denotes congressional district.

* The Library of Michigan serves as the regional library for these selective depository libraries.

** The Detroit Public Library serves as the regional library for these selective depository libraries.

The Internet or BITNET address is for the documents coordinator unless otherwise stated.

ALBION COLLEGE* 0279B (Rep. des. 1966) 7th CD
Stockwell-Mudd Memorial Library
602 E. Cass St.
Albion, MI 49224-1879
Carolyn Gaswick BITNET: cgaswick@albion
PH: 517-629-0384 FAX: 517-629-0504

ALMA COLLEGE* 0284A (Rep. des. 1963) 4th CD
Monteith Library
614 W. Superior
Alma, MI 48801-1599
Larry Hall Internet: lhall@alma.edu
PH: 517-463-7227 FAX: 517-463-8694

BENTON HARBOR PUBLIC LIBRARY* 0280 (Rep. des. 1907) 6th CD
213 E. Wall St.
Benton Harbor, MI 49022-4499
Douglas Clore
PH: 616-926-6139 FAX: 616-926-1674

CALVIN COLLEGE AND SEMINARY LIBRARY* 0281B (Rep. des. 1967) 3d CD
Government Documents
3207 Burton St., S.E.
Grand Rapids, MI 49546
Diane VanderPol
PH:616-957-6312 FAX: 616-957-6470

CENTRAL MICHIGAN UNIVERSITY* 0286 (Rep. des. 1958) 4th CD
Charles V. Park Library
Documents Division
Mt. Pleasant, MI 48859
David Shirley
PH: 517-774-3414 FAX: 517-774-4499

DELTA COLLEGE LIBRARY* 0286A (Rep. des. 1963) 5th CD
Documents Section
Learning Resources Center
University Center, MI 48710-0001
Judith Brow
PH: 517-686-9560 FAX: 517-686-8736

DETROIT COLLEGE OF LAW LIBRARY** 0278B (law school 1979) 15th CD
130 E. Elizabeth St.
Detroit, MI 48201-3496
Gretchen Van Dam
PH: 313-226-0160 FAX: 313-965-5097

DETROIT PUBLIC LIBRARY (REGIONAL) 0275 (Sen. des. 1868) 15th CD
5201 Woodward Ave.
Detroit, MI 48202-4007
Cassandra J. Hartnett Internet: chartne@cms.cc.wayne.edu
PH: 313-833-1025 FAX: 313-833-0156

EASTERN MICHIGAN UNIVERSITY LIBRARY** 0278A (Rep. des. 1965) 13th CD
Documents Dept.
Ypsilanti, MI 48197
Clare Beck Internet: lib_beck@emunix.emich.edu
PH: 313-487-2280 FAX: 313-487-8861

FLINT PUBLIC LIBRARY* 0282A (Rep. des. 1967) 9th CD
U.S. Documents Section
1026 E. Kearsley
Flint, MI 48502
Amanda Winnicki
PH: 313-232-7111, Ext. 254 FAX: 313-767-6740

GRAND RAPIDS PUBLIC LIBRARY* 0281 (Rep. des. 1876) 3d CD
Documents Dept.
60 Library Plaza, N.E.
Grand Rapids, MI 49503-3094
Richard Vettese
PH: 616-456-3600 FAX: 616-456-3602

GRAND VALLEY STATE UNIVERSITY* 0281A (Rep. des. 1963) 2d CD
James H. Zumberge Library
1 Campus Drive
Allendale, MI 49401
Kim Ranger Internet: rangerk@gvsu.edu
PH: 616-895-3500 FAX: 616-895-3504

HACKLEY PUBLIC LIBRARY* 0285 (Rep. des. 1894) 2d CD
Reference Section
316 W. Webster Ave.
Muskegon, MI 49440-1281
Ruth Kirkland
PH: 616-722-7276 FAX: 616-726-5567

HENRY FORD COMMUNITY COLLEGE** 0292 (Rep. des. 1957) 16th CD
Eshleman Library
5101 Evergreen Road
Dearborn, MI 48128-1495
Victoria Morris
PH: 313-845-9761 FAX: 313-271-5868

HOYT PUBLIC LIBRARY* 0284 (Rep. des. 1890) 5th CD
Adult Services Section
505 Janes Ave.
Saginaw, MI 48607
Anne Birkam
PH: 517-755-0904 FAX: 517-755-1125

JACKSON DISTRICT LIBRARY* 0273A (Rep. des. 1965) 7th CD
Reference Section
244 W. Michigan Ave.
Jackson, MI 49201-2275
Nancy Buckland/Elaine Piper
PH: 517-788-4316 FAX: 517-782-8635

KALAMAZOO PUBLIC LIBRARY* 0276 (Sen. des. 1907) 6th CD
Documents Section
315 S. Rose St.
Kalamazoo, MI 49007-5270
Lelane Hardie
PH: 616-342-9837, Ext. 277 FAX: 616-342-8324

LAKE SUPERIOR STATE UNIVERSITY* 0287B (Rep. des. 1982) 1st CD
Kenneth Shouldice Library/Documents
1000 College Dr.
Sault Ste. Marie, MI 49783-1698
Linda Cullum
PH: 906-635-2651 FAX: 906-635-2193

LIBRARY OF MICHIGAN (REGIONAL) 0273 (State ?) 8th CD
P.O. Box 30007, 717 W. Allegan
Lansing, MI 48909 Internet: andilmx@ibm.cl.msu.edu
F. Anne Diamond BITNET: andilmx@msu
PH: 517-373-1307 FAX: 517-373-5700
Carole Callard Internet: cccallar@libofmich.lib.mi.us
PH: 517-373-1300 FAX: 517-373-3381
Denise Germain-Peters
PH: 517-373-8946 FAX: 517-373-3381

LIVONIA CIVIC CENTER LIBRARY** 0275A (Rep. des. 1987) 11th CD
32777 Five Mile Rd.
Livonia, MI 48154-3045
Deborah Jakubiec
PH: 313-421-7238 FAX: 313-421-4860

MACOMB COUNTY LIBRARY** 0274A (Rep.des. 1968) 10th CD
Adult Services Division
16480 Hall Rd.
Clinton Township, MI 48038
William Vine
PH: 313-286-6660, Ext. 70 FAX: 313-228-8530

MADISON HEIGHTS PUBLIC LIBRARY** 0285B (Rep. des. 1982) 12th CD
Documents Reference Section
240 W. Thirteen Mile Rd.
Madison Heights, MI 48071-1894
Roslyn Yerman
PH: 313-588-7763 FAX: 313-588-2470

MARYGROVE COLLEGE LIBRARY** 0277 (Rep. des. 1965) 14th CD
8425 W. McNichols
Detroit, MI 48221-2599
Sister Anna Mary Waickman
PH: 313-862-8000, Ext.212 FAX: 313-864-6670

MICHIGAN STATE UNIVERSITY LIBRARIES* 0274 (land-grant 1907) 8th CD
Government Documents Library
East Lansing, MI 48824-1048 DOCUMENTS BITNET:
Laurel Minott 20676gtd@msulibrary.govt_docs
PH: 517-353-8707 FAX: 517-336-1445

MICHIGAN TECHNOLOGICAL UNIVERSITY* 0288 (Rep. des. 1876) 1st CD
J. Robert Van Pelt Library
1400 Townsend Drive
Houghton, MI 49931
June Hawthorne BITNET: jhawthor@mtus5
PH: 906-487-2506 FAX: 906-487-2357

MONROE COUNTY LIBRARY SYSTEM** 0291B (Rep. Des. 1974) 16th CD
Ellis Reference & Information Center
3700 S. Custer Rd.
Monroe, MI 48161-9732
Carl Katafiasz
PH: 313-241-5277, Ext. 17 FAX: 313-242-9037

NORTH CENTRAL MICHIGAN COLLEGE LIBRARY* 0287 (Rep. des. 1962) 1st CD
Documents Section
1515 Howard Street
Petoskey, MI 49770
Joan Annabel
PH: 616-348-6615 or 6617 FAX: 616-348-6629

NORTHERN MICHIGAN UNIVERSITY* 0288A (Sen. des. 1963) 1st CD
Lydia M. Olson Library
Documents and Maps Dept.
Marquette, MI 49855
Darlene Pierce BITNET: fadg@nmumus
PH: 906-227-2112 FAX: 906-227-1333

NORTHWESTERN MICHIGAN COLLEGE* 0285A (Rep. des. 1964) 1st CD
Mark and Helen Osterlin Library
Government Documents Section
1701 E. Front St.
Traverse City, MI 49684-3061
Ann Swaney Internet: aswaney@nmc.edu
PH: 616-922-1065 FAX: 616-922-1056

OAKLAND COMMUNITY COLLEGE** 0283A (Rep. des. 1968) 11th CD
Orchard Ridge Campus
M.L. King Learning Resources Center
27055 Orchard Lake Rd.
Farmington Hills, MI 48334
Arthur Hietala
PH: 313-471-7736 FAX: 313-471-7739

OAKLAND COUNTY LIBRARY** 0288B (Rep. des. 1992) 9th CD
Oakland County Reference Library
Executive Office Building
1200 North Telegraph Road
Pontiac, MI 48341
Betty Ramey
PH: 313-858-0738 FAX: 313-858-1080

OAKLAND UNIVERSITY** 0293A (Rep. des. 1964) 9th CD
Reference Department
Kresge Library
Rochester, MI 48309-4401
Richard Pettengill
PH: 313-370-2490 FAX: 313-370-2458

ROYAL OAK PUBLIC LIBRARY** 0282B (Rep. des. 1984) 12th CD
Reference Dept.
P.O Box 494, 222 E. Eleven Mile Rd.
Royal Oak, MI 48068-0494
Grace Brainin
PH: 313-541-1470 FAX: 313-545-6250

SCHOOLCRAFT COLLEGE** 0292B (Rep. des. 1962) 11th CD
Eric J. Bradner Library
18600 Haggerty Rd.
Livonia, MI 48152-2696
Janet Schneider
PH: 313-462-4440 FAX: 313-462-4495

SOUTHWESTERN MICHIGAN COLLEGE* 0280A (Rep. des. 1971) 6th CD
Fred L. Mathews Library
58900 Cherry Grove Rd.
Dowagiac, MI 49047-9793
Sharon Tafunai
PH: 616-782-5113, Ext. 205 FAX: 616-782-9575

ST. CLAIR COUNTY LIBRARY** 0283 (Rep. des. 1876) 10th CD
210 McMorran Blvd.
Port Huron, MI 48060-4098
Katherine Thomson
PH: 313-987-7323 FAX: 313-987-7327

THOMAS M. COOLEY LAW SCHOOL LIBRARY* 0277B (law school 1978) 8th CD
P.O. Box 13038, 217 S. Capitol Ave.
Lansing, MI 48901
Sharon Bradley
PH: 517-371-5140 FAX: 517-334-5715

UNIVERSITY OF DETROIT MERCY** 0291 (Rep. des. 1884) 14th CD
McNichols Campus Library-Reference
4001 W. McNichols, P.O. Box 19900
Detroit, MI 48219-3599
Sandra Calemme BITNET: scalemme@cms.cc.waynest1
PH: 313-993-1071 FAX: 313-993-1780

UNIVERSITY OF DETROIT MERCY** 0276B (law school 1978) 15th CD
School of Law Library
651 E. Jefferson Ave.
Detroit, MI 48226-4386
Gene Moy
PH: 313-596-0241 FAX: 313-596-0245

UNIVERSITY OF MICHIGAN** 0278 (Rep. des. 1884) 13th CD
Documents Center
312 Harlan Hatcher Graduate Library
Ann Arbor, MI 48109-1205 BITNET: usergpp2@umichum
Grace York Internet: grace.york@um.cc.umich.edu
PH: 313-764-0410 FAX: 313-764-0259

UNIVERSITY OF MICHIGAN** 0276A (law school 1978) 13th CD
School of Law Library
Legal Research Bldg.
301 Monroe St.
Ann Arbor, MI 48109-1210
Linda Kawaguchi BITNET: userggcv@umichum
PH: 313-764-9324/9322 FAX: 313-936-3884

UNIVERSITY OF MICHIGAN - FLINT*
Library, Documents Unit
Flint, MI 48502-2186
Dorothy Gae Davis
PH: 313-762-3418

0282 (Rep. des. 1977) 9th CD

Internet: davis_dg@crob.flint.umich.edu

FAX: 313-762-3133

WARREN PUBLIC LIBRARY**
Arthur J. Miller Branch
4700 E. Thirteen Mile Rd.
Warren, MI 48092
Joanne Rademacher
PH: 313-751-5377

0291A (Rep. des. 1973) 12th CD

FAX: 313-751-5902

WAYNE STATE UNIVERSITY**
Purdy/Kresge Library
5265 Cass
Detroit, MI 48202
Sally Lawler
PH: 313-577-1603

0289 (Rep. des. 1937) 15th CD

BITNET: slawler@waynest1
FAX: 313-577-5525

WAYNE STATE UNIVERSITY**
Arthur Neef Law Library
468 W. Ferry Mall
Detroit, MI 48202-3698
K. L. Kaul
PH: 313-577-6182

0289A (Rep. des. 1971) 15th CD

FAX: 313-577-5498

WESTERN MICHIGAN UNIVERSITY*
Dwight B. Waldo Library
Government Documents and Maps
Kalamazoo, MI 49008
Michael McDonnell
PH: 616-387-5208

0279A (Sen. des. 1963) 6th CD

Internet: mcdonnel@gw.wmich.edu
FAX: 616-387-5124

MICHIGAN FEDERAL DOCUMENTS DEPOSITORY LIBRARIES by CONGRESSIONAL DISTRICTS OF THE 103RD CONGRESS

Produced by
Michigan Information Center
Michigan Department of Management and Budget

MICHIGAN COUNCIL OF FEDERAL DEPOSITORY LIBRARIES 1992-1993

Anne Birkam, Hoyt Public Library, Saginaw
SECRETARY, GODORT OF MICHIGAN REPRESENTATIVE

F. Anne Diamond, Library of Michigan
CHAIR, PERMANENT MEMBER

Cassandra J. Hartnett, Detroit Public Library
PERMANENT MEMBER

Darlene Pierce, Lydia M. Olson Library, Northern Michigan University
TERM EXPIRES 1994

Gretchen Van Dam, Detroit College of Law
TERM EXPIRES 1996

Grace York, Hatcher Graduate Library, The University of Michigan
TERM EXPIRES 1995

[Note: See Appendix A for addresses, phone numbers, etc.]

PAST MEMBERS, 1983-1992

Sue Carlson, formerly, Mark & Helen Osterlin Library, Northwestern Michigan College
William Cramer, Kresge Library, Oakland University
Martha Crockett, formerly, Detroit Public Library
Cynthia Gillham, Grand Rapids Public Library
June Hawthorne, J. Robert Van Pelt Library, Michigan Technological University
Barbara Hulyk, formerly, Detroit Public Library
Lorrie Lea, formerly, Hoyt Public Library, Saginaw
Stephen Lambers, formerly, Calvin College and Seminary Library
William Luft, Macomb County Library
Gene Moy, University of Detroit Mercy, School of Law Library
Paul Thurston, formerly, Detroit Public Library

STANDARDS FOR MICHIGAN FEDERAL DOCUMENTS DEPOSITORY LIBRARIES

PART A: STANDARDS FOR SELECTIVE DEPOSITORY LIBRARIES

Collection Development

Each depository library shall have a written collection policy statement on federal government documents and shall address the subject matter collected, collection levels (e.g. basic, research), and clientele served.

Federal documents shall be processed and organized as they are received to ensure timely and easy access to all materials.

Adequate space and equipment shall be allocated to the documents collection comparable to other collections within the library.

Disposal of federal documents shall be accomplished regularly within the parameters of usual library collection evaluation and weeding procedures, following guidelines based on Appendix D of the *Michigan Plan for Federal Documents Depository Library System*, November 18, 1982, and Appendix C of the *Instructions to Depository Libraries*, revised April 1986.

Michigan Department of Education, Michigan State Library. *Michigan Plan for the Federal Documents Depository Library System*, Lansing, Michigan, November, 1982.

U.S. Government Printing Office. Superintendent of Documents. Library Programs Service. *Instructions to Depository Libraries*. Washington: Government Printing Office, revised August 1988. (Looseleaf.) (GP 3.26: D44/984)

Personnel

Documents personnel shall have positive attitudes toward documents, shall exhibit organizational skills and shall be oriented to public service. Opportunities for continuing education shall be provided to documents personnel.

Written descriptions of duties shall be maintained for all documents personnel.

Each documents library shall have a written procedural manual.

There shall be a minimum of one hour of clerical support per week for every one percent of the items selected by the library as specified by the Shearer Measure in the U.S. Depository Library Inspection Report Form.

Benjamin Shearer, "Federal Depository Libraries on the Campus: Practices and Prospects," *Government Publications Review*, 4(3): 209, 1977.

U.S. Government Printing Office. Superintendent of Documents. Library Programs Service. *U.S. Depository Library Inspection Report Form*. Washington: Government Printing Office, March 1984.

All libraries shall provide adequate professional support for the depository collection, whatever the percentage selected. Any library selecting more than 50 percent of the items shall have a full-time documents librarian with a Master's in Library Science.

Public Service

Access to documents shall be free to all users. Circulation of documents shall be consistent with library policies for similar materials.

Adequately trained staff shall be made available by depository libraries to provide reference assistance in the use of the documents collection.

Librarians shall have knowledge of other materials in their library which supplement information from the documents collection.

Librarians shall have sufficient knowledge of other depository collections in order to refer patrons to other available sources of information.

Interlibrary Cooperation

Each depository library shall cooperate with other libraries in its own Multitype Library Region of Cooperation and Congressional District to collect those federal depository item numbers responsive to the needs of the region and the Congressional District and to avoid unwanted duplication. A memorandum of agreement shall be signed when depository materials received by one library are housed in another library. Such agreements must be approved by the Regional Library and a copy forwarded to the Superintendent of Documents. (See State Plan, pp. 17-19. and Appendix F.)

Depository libraries shall consult and coordinate acquisitions with other libraries in the state when selecting commercially produced retrospective collections and reference tools accessing government information.

Depository libraries shall follow protocols established within their Multitype Library Region of Cooperation for the interlibrary loan of government publications.

Collection Promotion

All depository libraries shall display the official logo in a place visible to the public.

Information on the depository collection shall be included in materials and programs promoting the library.

Each depository library shall prepare a fact sheet describing its documents collection and services.

Depository libraries shall make continuing efforts to increase public awareness and use of their documents collection.

PART B: STANDARDS FOR REGIONAL DEPOSITORY LIBRARIES

In addition to fulfilling the requirements of selective depositories, regional libraries must adhere to the following standards:

- Must receive and retain at least one copy of all federal publications made available under the Depository Library Program either in printed or microform copy (except those authorized to be discarded by the Superintendent of Documents).

  "Depository Library Program," *U.S. Code*, Title 44, Chapter 19, 1982 ed.
- Make every effort to acquire complete series of all major agencies and subagencies and retrospective series of regional commissions/field offices which meet local demand.

- Screen discard lists and approve disposal of unwanted documents by selective depositories.
- Authorize the transfer of depository material between selective depository libraries and other institutions.
- Provide reference assistance and interlibrary loan/photoduplication of documents to selective depositories.
- Provide technical assistance to selective depository libraries as needed.
- Provide for, or facilitate, the continuing education/training of selective depository libraries staff.
- Accompany GPO Inspectors on inspections of depository libraries within the service area and provide follow-up services to selective depositories as necessary.
- Periodically visit selective depository libraries.
- Review and make recommendations for the designation of new depository libraries.
- Provide orientation in procedures, policies and directives of the Federal Depository Library Program to new selective depositories.
- Represent the concerns of depository libraries in the service area of the state to the Government Printing Office and other federal agencies as appropriate.
- Serve as permanent members of the Michigan Council of Federal Depository Libraries, providing leadership to the Michigan depository library network.
- Appoint regional librarians with Master's in Library Science and previous experience in documents collections.

EXCERPT FROM THE U.S. DEPOSITORY LIBRARY INSPECTION REPORT CATEGORY IV, HUMAN RESOURCES

F. Does the person responsible for depository documents have clerical assistance, or available hours from students, pages, or other non-librarians

___ (1) equal to or exceeding the Shearer Measure*?

___ (2) at least 1/2 the Shearer Measure*?

___ (3) less than 1/2 the Shearer Measure*?

___ (4) lacking altogether?

* Shearer Measure equals one hour of clerical support per week per percent of items selected.

U.S. Government Printing Office. Superintendent of Documents. Library Programs Service. *U.S. Depository Library Inspection Report Form*. Washington: Government Printing Office, March 1984.

Benjamin Shearer, "Federal Depository Libraries on the Campus: Practices and Prospects," *Government Publications Review*, 4(3): 209, 1977.

GUIDELINES for DISPOSAL of U.S. GOVERNMENT DEPOSITORY PUBLICATIONS

A selective depository library desiring to dispose of depository material must obtain permission from the regional library serving its area. If permission is not granted, the selective must keep the material, but may apply at a later date for approval to dispose of the items.

Procedure to be followed in Disposal

1. a. Material for disposal must have been received in the depository library five or more years prior to the date of the disposal request.

   b. Depository holdings replaced by the same or other format, e.g., microform or CD-ROM, cannot be bartered or exchanged and must be offered to the regional library if the purchasing library wishes to dispose of the unwanted depository copy. Under these circumstances, the disposing library does not need to adhere to the five-year retention period but may offer the depository holdings at the time of replacement.

2. A list (arranged by Superintendent of Documents classification number) should be compiled. Each page of the list should indicate the following:

   - Library name
   - Depository library number
   - List date or number
   - Page number

   For each entry, the following information is to be supplied:

   a. Superintendent of Documents classification number;

   b. For non-serial publications - title and date of publication;

   c. For serial publications:

      1) Series title;

      2) Holdings for disposal - numbers, volume, years, whatever is appropriate to identify the publications exactly; House and Senate hearings, although now issued as S. hrg. number or H. hrg. number, should be listed title by title;

   d. Specify bound volumes - /bd;

   e. Format other than paper - microfiche -/mfc, microfilm -/mfm;

   f. Specify non-depository if less than five years from date of publication -/n-d;

   g. Specify replaced by the same or other format if less than five years from date of publication -/r;

   h. Lists should be no more than ten typed pages (8-1/2" x 11"). (Please do not reduce.) The disposing library should retain a copy of the list. A sample is displayed on page 42 of the Guidelines;

   i. Libraries whose annual disposal list is five pages or less may submit those lists as a single unit once a year.

3. To facilitate processing time for the regional libraries and to encourage selective depository libraries to establish a routine schedule for weeding collections, discard lists should be sent in the following calendar/ Superintendent of Documents number order:

January	-	A
February	-	D
March	-	C
April	-	E, F, G
May	-	H
June	-	L, M, N
July	-	Y, Z
August	-	I, J
October	-	O, P, R, S
December	-	T, V, W, X

September and November have been omitted. They will be considered "bye" months and no lists should be submitted.

Any discards received out of sequence will be held until the scheduled month for processing. Lists should be sent to the regional library in time for delivery by the end of the scheduled month. The lists will then be processed and a response forwarded by the end of the second month, e.g., H should be delivered no later than May 31. Response by the regionals will be returned to the selective no later than July 31.

4. Duplicates of the list should be sent, simultaneously, to each of the regional libraries, addressed as follows:

Documents & Access Services
Technical Services Division
Library of Michigan
P.O. Box 30007
Lansing, MI 48909
517/373-8946

Documents Chief
Detroit Public Library
5201 Woodward Avenue
Detroit, MI 48202-4093
313/833-1025

All documents must be held until both regional libraries have responded to the disposing selective depository. The full time period for response should be observed for both regional libraries by the disposing library. No documents may be discarded or distributed prior to response by the regional libraries. The Detroit Public Library serves as the approving regional library for libraries in Lapeer, Livingston, Macomb, Monroe, Oakland, St Clair, Washtenaw and Wayne counties. The Library of Michigan will approve disposal for all other counties.

Disposal lists may also be transmitted electronically. The telefax numbers for the regional libraries are as follows:

Library of Michigan
800/292-2431
517/373-3381
517/373-8933

Detroit Public Library
313/832-0877

5. The Library of Michigan will duplicate its copies of the lists and mail to other interested libraries (see appended list) to check for their needs. As the lists will be dispatched as quickly as possible, interested libraries should notify the disposing library of their needs within eight weeks. Again, no materials should be relinquished until the regionals have responded.

6. Regionals receive publications at no charge. Other libraries receiving items from the list will be responsible for transportation charges, unless other arrangements are made. The disposing library will indicate the method of reimbursement, i.e., postage stamps, petty cash, invoice, at the time of response to the request.
7. It is strongly encouraged that selective depository libraries utilize the "Needs and Offers" list issued by the U.S. Government Printing Office to advertise the availability of discarding titles. This method should be used particularly when disposing of major sets or long runs of series.
8. After all reasonable efforts have been made to transfer the publications to other libraries, the depository library is authorized to dispose of the remaining items by means of any of the following:
   a) Offer to private citizens;
   b) Donate as paper to recyclers or paper drives;
   c) Sell, either as secondhand book or waste paper. All depository publications remain the property of the U.S. Government. Therefore, the proceeds from the sale of any items, accompanied by a letter of explanation, should be sent to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402;
   d) Destroy.
9. It should be noted that no library is required to discard any depository library materials.

MICHIGAN LIBRARIES INTERESTED IN RECEIVING DISPOSAL LISTS:

Dwight B. Waldo Library
Western Michigan University
Kalamazoo, MI 49008

Calvin College & Seminary Library
3207 Burton Street, S.E.
Grand Rapids, MI 49506-4388

Flint Public Library
1026 E. Kearsley Street
Flint, MI 48502

M.L. King Learning Resources Center
Oakland Community College
27055 Orchard Lake Road
Farmington Hills, MI 48018-4995

Charles V. Park Library
Central Michigan University
Mt. Pleasant, MI 48859

Lydia M. Olson Library
Northern Michigan University
Marquette, MI 49855

Kresge Library
Oakland University
Rochester, MI 48309

Stockwell-Mudd Memorial Library
Albion College
Albion, MI 49224-1899

Documents Department
Michigan State University Libraries
East Lansing, MI 48824-1048

Kenneth Shouldice Library/Documents
Lake Superior State University
1000 College Drive
Sault Ste. Marie, MI 49783-1698

SAMPLE DISCARD LIST

Library 273
Library of Michigan
List #12

A 13.80:	Forest Service resource bulletins. Number FPL-6,8,10; INT-10-18, 20, 22-26; NC-30-43, 44-55; NE-39, 41-43, 45-51;
A 13.32/3:	Wildfire Statistics Annual, 1976-1979, 1980
C 1.1:	Department of Commerce annual report 1968, 1969, 1971-1975
C 3.223/9:970/v.1/	
pt. 6	California
pt. 8	Connecticut
pt. 24	Michigan
pt. 45	Texas (2 copies)
D 101.12:	Army Digest vol. 21, nos. 6-12 vol. 22, nos. 1-8, 10-12 vol. 25, nos. 1-12 /bd
D201.6/12:	
C 41	Ship safety review check-list. 1974
D 63	Disability evaluation manual. 1970
E 12	Navy systems design guidelines manual, electronic packaging. 1967
F 76	Guide forms management. 1966
R 11	Student guide. 1984, 1993 /n-d
D 208.3:	All Hands 1980-1984, 1989-1992. /r
D 301.35:	Air Force pamphlets
40-2-3	40-5-2
40-5-6	40-5-7
GP 1.2: St 9/18/963	GPO style manual
I 17.55:	Water & land resource accomplishments. Statistical appendix 1977, v.1-3
	1978, v.1-3
	Summary report, 1977, 1978
LC 1.17:	Quarterly Journal of the Library of Congress vol. 37/mfm
S 1.71/4:	Current policy Nos. 426, 445, 448, 452
Y 4.Ap6/1: D 36/5/980/ pt. 8	Department of Defense Appropriations /mfc
Y 4.F49:	
C 65/2	Coffee agreement. 1965
C 96/13	Customs valuation. 1973
En 2/29	Energy tax options. 1982

MEMORANDUM OF AGREEMENT

For the Transfer of Materials by the

_____ Library to the

_____ Library

The _____ *(lending)* _____ Library agrees to loan the

_____ *(receiving)* _____ Library specific federal government publications.

The purpose(s) of this transfer of materials is (are) to _____

_____

_____

The documents will be loaned for _____ *(specify time)* _____ but will remain under the authority of the _____ *(receiving)* _____ Library, and, ultimately, the property of the U.S. Government Printing Office.

The following conditions must be met in the pursuance of this Agreement:

The _____ *(receiving)* _____ Library shall:

1) Assign the responsibility for carrying out the provisions of this Agreement to the _____ *(reference, medical, etc.)* _____ Librarian.
2) Make available all documents free to the clients of the _____ *(receiving)* _____ Library, as well as to the general public.
3) Lend to the _____ *(lending)* _____ Library any individual document title for the purpose of circulation, or any other purpose, for a period of _____ *(specify: days, weeks, months)* _____.
4) Maintain each document in compliance with all applicable depository laws, instructions, standards and guidelines (*Title 44, U.S. Code; Instructions to Depository Libraries; Guidelines for the Depository Library Program.*)
5) Inventory, identify and maintain a separate list of these documents by title, by Superintendent of Documents Classification, or by _____ *(receiving)* _____ Library classification scheme.

6) Retain classification numbers, stamps, and notes on each document as supplied by _____(lending)_____ Library.

7) Return to the _____(lending)_____ Library all documents which are no longer considered useful. All _____(receiving)_____ Library labels will be removed by _____(receiving)_____ Library staff.

8) Replace any lost document. If the document cannot be obtained free, the _____(receiving)_____ Library will assume all costs and obligations to acquire the lost document. The _____(receiving)_____ Library will pay the _____(lending)_____ Library the fair market value for any document not replaced.

The _____(lending)_____ Library shall:

1) Transfer and continue to send documents that include, but are not limited to, the _____(publications of specific agencies, series, subjects, etc.)_____ to the _____(receiving)_____ Library.

2) Keep records indicating the location of documents involved in this Agreement.

3) Return within a _____(specify: days, weeks, months)_____ time period all documents borrowed from the _____(receiving)_____ Library.

4) Place the Superintendent of Documents Classification number and the _____(lending)_____ Library depository stamp on each document title.

The Agreement can be terminated by written notice from either party _____(specify)_____ days in advance before all documents are returned to the _____(lending)_____ Library.

_____ _____

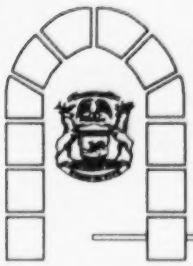
Director *Date*

_____(lending)_____ Library

_____ _____

Director *Date*

_____(receiving)_____ Library



Library of Michigan

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